



Business Engagement & Compliance



DBE Supportive Services Program

DBE Construction Task Force Meeting Minutes

Date: Tuesday, October 20, 2015
Time: Meeting 1:30 p.m. – 3:00 p.m. (1:00 p.m. for DBE Pre-Meeting)
Location: ADOT HRDC (GC 1&2), 1130 N. 22nd Ave., Phoenix
Attendees: See attached sign-in sheets.

1. Welcome and Introductions – Construction Task Force Chair, Annemarie Haenfler, called the meeting to order and introduced the special guests. She explained the new DBE Pre-Meeting that begins at 1:00pm for DBEs to come and voice any concerns and/or comments before the official Construction Task Force meeting.
2. State Engineer's Office Report - Jesse Gutierrez provided the report
 - a. ITD has currently gone through a District restructuring, there are now 8 Districts, 3 Operations Groups, 11 Development Groups, 1 Major Projects Branch and TSM&O
 - b. Transportation Systems Management and Operations (TSM&O) is an integrated program to optimize the performance of existing infrastructure through implementation of systems, services, and projects to preserve capacity and improve reliability and safety of our transportation system.
3. Update on DBE EPRISE - Florentina Samartinean provided the report
 - a. DBE EPRISE is currently being updated and needs to be submitted to FHWA for approval. BECO is looking to implement January 1, 2016.
 - b. DBE EPRISE major changes are sanction language regarding Prompt Pay, DBE Replacement/Termination, Payment Reporting and not meeting the Project Goal.
4. BECO Report
 - a. DBE Goals & Utilizations to Date - Vivien Lattibeaudiere provided the report.
 - i. The Overall Proposed goal is 8.90%. At the end of the fiscal year (September 30th), ADOT reported a rate of 9.38% to FHWA.
 - ii. YTD utilization is at 9.69% with Construction at 9.43% and Professional Services at 12.39%

- b. DBE / SBC Virtual Assistant - Vivien Lattibeaudiere provided the report
 - i. BECO is creating a website for contractors to use to help them do work with ADOT. BECO is seeking input from industry on the name and logic of the Virtual Assistant.
 - ii. The Virtual Assistant will make the ADOT website more user friendly.
 - c. Staff Update - Johnnie Burns provided the report
 - i. Certification Program Manager is now Tracee Houston. Esh Muliyl was in this role before.
 - ii. Johnnie discussed application approval process is being streamlined and applications are being approved currently 60 days from submittal date.
 - d. DBE Supportive Services Upcoming Events - Johnnie Burns provided the report
 - i. Calendar of Events:
 - 1. December 8, 2015 8am-12pm – 2015 ADOT Southwest Region Networking Event, Arizona Western College, Yuma AZ
 - 2. February 2016 - DBE and Small Business Transportation Expo (ADOT BECO is collaborating with City of Phoenix Public Transit and Transportation Streets Department, Phoenix Sky Harbor and Valley Metro in conducting this event)
 - ii. DBE Business Development Program – Johnnie discussed the criteria and provided BECO contact names (Kent Lane and Paula Brown). This program is free of charge but the businesses will need to commit. This is a three-tiered program with an Entry level, Intermediate level and Master level.
 - iii. Mentor Protégé will be coming out soon and will be discussed at the next Task Force meeting in January.
 - e. Construction Task Force Vice-Chair Vacancy - Johnnie Burns provided the report
 - i. Johnnie discussed the requirements to fill the Vice-Chair Vacancy. The person needs to be a DBE, Owner or Key Personnel, attend all planning meetings, Task Force meetings and Sub-Committee meetings.
5. Presentation: Vivien Lattibeaudiere provided the report
- a. “How to Detect DBE Fraud”
 - i. BECO showed a 10 minute video clip about DBE Fraud. (Washington State and Leajak).
 - ii. Discussion followed about the risk of fraud on major projects like SR202-South Mountain Freeway. Vivien asked primes and subs to be aware and report suspected fraud on the project.
 - b. CUF Update
 - i. ADOT performs Commercially Useful Function (CUF) reviews on DBEs to verify the company is self-performing. These reviews are to verify no fraudulent activity is happening on the projects.

- ii. BECO staff is performing CUF reviews currently and is transitioning the reviews to the ADOT Construction Inspectors in the field.
- 6. DBE Task Force Subcommittees Reports
 - a. Prompt Pay (Professional Services and Construction) – Annemarie Haenfler provided report
 - i. There have been four Prompt Pay Subcommittee meetings. The September 8, 2015 meeting was canceled and needs to be rescheduled.
 - ii. One of the items discussed in the Prompt Pay Subcommittee meeting was payment transparency and what existing IT systems are available through ADOT. Julie Kliewer looked into what existing systems were available and was able to use the PEP system. Contractors are able to login to the PEP System and review monthly project pay estimates. The instructions for signing into this system will be sent out in the near future.
 - b. Procurement (Professional Services and Construction) – Report was attached to Agenda
 - i. The Procurement Subcommittee meeting minutes identified Goals and Action Items.
 - c. Goal Setting (Resume with Professional Services added) – Ogonna Abarikwu provided the report
 - i. The Goal Setting Subcommittee had its first meeting on October 13, 2015. During this meeting BECO discussed the new goal setting methodology that was created after the Disparity Study was completed.
 - ii. BECO has taken specific measures to improve the DBE goal setting process, including:
 - 1. Updating the Goal Setting worksheets used by ADOT and Subrecipients for outlining the project scope of work;
 - 2. Convening an in-house subcommittee to review the calculated proposed goals; and,
 - 3. Shortening the “shelf-life” of goal assessments to review projects that have been assessed but not advertised.
 - iii. The committee also discussed the following other issues related to DBE goal setting:
Consideration of DBEs who provide services outside of a bid-line item and refining DBE Availability.
- 7. Upcoming Meetings: Joint DBE Task Force (01/26/2016) and Construction DBE Task Force Meeting (04/19/2015)
- 8. Meeting was Adjourned

Meeting minutes proved by Cassandra Johnson, CLJ Construction Consulting LLC